



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LAUNDRY SUPERVISOR I

Job Number: 20000531

Job Code: 14050V000101

Job Group: 1400 - LAUNDRY AND HOUSEKEEPING

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 08 Salary (MIN - MID):

\$10,204-\$13,517 - Hourly

\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary

\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees and work in an institutional laundry facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE:

Must have three years of commercial or institutional laundry experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns the work and supervises employees in the laundry facility of an institution. Inspects work to insure proper cleaning and

finishing of laundry. Maintains inventory of laundry supplies and materials. Maintains proper working condition of laundry machinery. Instructs and trains employees in performance of duties. Explains policies and procedures to employees. Insures the cleanliness of machinery and work areas. Performs laundry duties.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves some lifting. May run the risk of burns.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.